

Job Announcement
Rochester Hills Public Library Bookmobile Driver

Position: Hourly Bookmobile Driver, up to 20 hours per week, including evening and weekend hours

Department: Outreach

Salary: \$17.85/hour

Benefits: Flexible work environment, professional development workshops and training. Optional benefits: deferred compensation plan, flexible medical reimbursement plan, and/or dependent care.

Important Dates

Deadline for applications: Until filled

Starting date: ASAP

Job Description

This person provides safe, efficient and courteous transportation and delivery of library materials and personnel to a variety of bookmobile stops. This individual assists with materials circulation.

Primary Job Duties

- Work patiently, empathetically, and respectfully with the public
- Check in, check out, and renew library materials
- Reports to duty on time and maintains the RHPL bookmobile route on time but in a safe manner
- Drives RHPL vehicle in compliance with State of Michigan driving laws.
- Maintains all bookmobile materials including loading and unloading, shelving, shifting and maintaining general order
- Informs all appropriate personnel of problems/procedures and immediately reports accidents or injuries that may have occurred during the operation of an RHPL owned vehicle
- Safely and efficiently utilizes vehicle equipment, including wheelchair lifts, radios and emergency equipment
- Resolve customer complaints and problems patiently and decisively
- Maintain records of items missing, lost, claim returned, or in repair
- Follow established circulation policies, guidelines and procedures
- Maintain and run office machines as pertains to duties
- Perform routine vehicle safety checks as directed
- Prepare for emergencies and helps maintain a safe work environment



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- Perform other duties as required

Qualifications

- High school diploma or equivalent
- The desire to meet the public and serve patrons of all ages and abilities
- Inspired to provide exceptional customer service through mobile library services
- Dependable and flexible work habits with a schedule that meets the needs of the bookmobile
- Excellent time management and ability to keep to schedule
- Demonstrated ability and/or experience working with Windows-based computers, in several software applications
- Ability to work independently and assume responsibility
- Ability to communicate effectively with coworkers in a fast-paced environment

Requirements of the role

- Physical:
 - o Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
 - o Standing or sitting for periods of time
 - o Writing or typing to complete work-related documents
- Mental:
 - o Is accurate
 - o Able to maintain confidentiality of library records and administrative matters
 - o Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - o Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - o Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - o Small space environment commiserate with bookmobile
 - o Frequent visits to off-site garage where vehicle is stored for overnight parking (garage may have sounds and fumes associated with large, diesel vehicles)
- Travel:
 - o <10% (transportation to and from garage where vehicle is stored)



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- Other:

- o Must obtain or currently hold a current Michigan Chauffeur driver's license with a good driving record; willingness to drive a bookmobile measuring over thirty feet long in a safe and confident manner
- o Must pass a Michigan Department of Transportation physical exam.

The Rochester Hills Public Library is an Equal Opportunity Employer.

Application: Please fill out an employment application at <http://www.rhpl.org/employment> and attach a cover letter, and resume. If you have questions about the position, please direct them to: Mary Davis, Head of Outreach Services (mary.davis@rhpl.org).



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